

FEDERAL LABOR RELATIONS AUTHORITY  
OFFICE OF THE EXECUTIVE DIRECTOR/ADMINISTRATOR  
WASHINGTON, D.C.

## Regulations

FLRA 1322

3/10/86

SUBJECT: WHITE HOUSE AND CONGRESSIONAL CORRESPONDENCE CONTROL  
PROCEDURES

1. PURPOSE. This regulations sets forth Federal Labor Relations Authority (FLRA) policies and procedures governing White House and Congressional correspondence. It is intended to ensure that such correspondence is properly controlled and handled in a timely, consistent, and accurate manner.
2. COVERAGE. These procedures apply to all correspondence received from the Office of the President or an office of a Member of Congress unless the correspondence is addressed to the Chairman or a Member of the FLRA and the Chairman or Member elects to respond directly. The procedures do not apply to correspondence which is addressed to personnel within the Office of the General Counsel or the Federal Service Impasses Panel.
3. PROCEDURES.
  - a. Matters Within the Jurisdiction of the General Counsel or the Federal Service Impasses Panel. When the subject matter of the White House or Congressional correspondence concerns a matter within the jurisdiction of the General Counsel or the Federal Service Impasses Panel, a response stating that the matter has been referred to the General Counsel or Panel will be prepared in accordance with the procedures set forth below. A copy of that response and the incoming correspondence will be provided by the Office of Congressional/Public Affairs to the Office of the General Counsel or the Panel, as appropriate, and receipt thereof will be acknowledged in writing. The General Counsel and the Panel will provide copies of responses to correspondence referred to them under this section to the Office of Congressional/Public Affairs.
  - b. Matters Within the Jurisdiction of the Authority.
    - (1) Receipt and referral. All White House and Congressional Correspondence which is not addressed

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to the Chairman or Member of the FLRA shall be delivered to the Office of Congressional/Public Affairs. If the correspondence is delivered to another office of the Authority, a label identifying it as "CONGRESSIONAL" or "WHITE HOUSE" shall be affixed and it shall be immediately referred by the receiving office to the Office of Congressional/Public Affairs. If it is not clearly indicated on the correspondence, the date of receipt shall be noted.

(2) Responsibilities of the Office of Congressional/Public Affairs. The Office of Congressional/Public Affairs is responsible for maintaining files of White House and Congressional correspondence processed under these procedures and the responses thereto. The Office of Congressional/Public Affairs will also monitor the preparation of responses and will advise the Executive Director/Administrator on a weekly basis concerning the status of all pending White House and Congressional correspondence. In addition, the Office of Congressional/Public Affairs will provide copies of inquiries and responses concerning policy issues to the Offices of the Chairman and the Members.

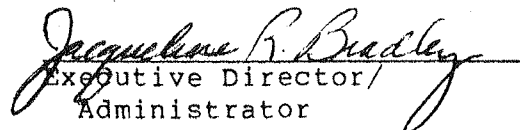
(3) Responses. The Office of Congressional/Public Affairs will complete and attach the correspondence control slip and assign responsibility for preparation of a response. Unless otherwise noted by the Office of Congressional/Public Affairs, all responses will be prepared (1) in final form, (2) within the time deadlines set forth in subsection 4, and (3) for the signature of the Executive Director/Administrator.

(4) Deadlines.

(a) Congressional correspondence will be answered within 7 workdays of receipt by the Authority unless such factors as the time necessary to gather facts or complete research require a longer period of time. If it appears that more than 7 workdays will be necessary, an adjusted due date will be discussed with the Office of Congressional/Public Affairs and an interim response will be provided immediately.

(b) All correspondence from the White House will be answered within 3 workdays of receipt by the Authority by an interim or final reply.

4. EFFECTIVE DATE. This regulation becomes effective  
March 31, 1986.

  
Executive Director/  
Administrator